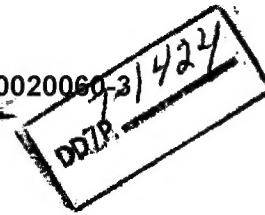


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7 April 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations

1. Work Load

A. During the month of March 1967 we completed nearly 68,000 items, totalling approximately 1,350,000 copies. This is the greatest work load since the Cable Secretariat was formed in 1952. In the peak month (October 1962) of the Cuban crisis, which you may recall as a very busy period, we processed 24,000 fewer items than we did in March 1967.

B. Our work load for the period 1 January - 31 March 1967 is 4% above that of the same period in 1966 and 38% above the base period of 1963.

2. Personnel

During March we gained one person, making us seven short of our T/O. This is but one person more on duty than we had in April 1964, yet our work load has increased by 38%.

3. General

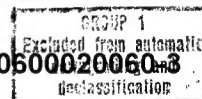
A. In the absence of the necessary persons to meet the work load in the Cable Secretariat, the following steps were taken in March:

(1) We discontinued the reproduction of certain non-CIA cables and are distributing uncut teletype copies. This to me represents a reduction in Cable Secretariat service, but saves manhours each day.

(2) We discontinued the requirement that analysts look up all pseudonyms and cryptonyms involving persons. We now check only key personnel. This may on occasion cause us to miss a unit concerned but saves us some hours of analyst time each day.

(3) We stopped summarizing recent references in cables except for those delivered to the DCI. This too, is a reduction of service but saves several additional hours daily of analyst labor.

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B. For years we have searched the market unsuccessfully for a mechanical sorter which would help us sort more efficiently a steadily increasing number of sheets of paper in our mail room. In February 1967 we learned from Universal Business Machines that a 50-bin Keytronic Sorter was in operation in the Department of State. We have visited State and have seen the sorter in operation sorting airgrams and found it to be fast, efficient, and accurate. A 50-bin sorter is too small for our operation. However, Universal Business Machines has said that they are prepared to build a 100-bin unit. We are making a study to determine whether we can use a Keytronic Sorter to improve the efficiency of our mail room work and if we can, will take steps to purchase one in the near future.

C. The Office of Communications has sent us the preliminary analysis of the operational requirements for the proposed Automated Communications Terminal (ACT). This is the first draft of what eventually will be specifications for the Automated Communications Terminal (ACT). It seems to me that we have a long way to go - years, not months - before automation is a fact in the Cable Secretariat.

D. We are in the process of revising the format for our cable dissemination requirements. The requirements will be typed on flexoline strips and when a change is necessary only the part that has to be changed will be retyped instead of the complete requirement. This is one more step to reduce work. More importantly in this instance, we will improve the usability of our requirements by providing a subject index and other improvements.

E. On 2 March Col. Carlton and Lt. Col. Parks of Army Staffcom visited the Cable Secretariat and had lunch with us in the Executive Dining Room. Liaison between the two offices has been continuous and profitable for 15 years now.

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25X1A F. Copies of letters of appreciation from [REDACTED] Covert Action Staff are attached. These go far toward maintaining the morale of those actually doing the job.

G. For sometime we have been receiving incoming cables from Signal Center, on reproducible masters and pasting headers on the masters. This has eliminated the need for making approximately 1,000 masters a day on the Xerox. We are now experimenting with Signal Center to develop a method of receiving cables on preprinted, fan fold mats, thereby eliminating the need for the cut and paste process. If this works, and we have every indication that it will, incoming messages will move much faster within the Cable Secretariat. We have a fine cooperative liaison with the Office of Communications personnel, and it pays dividends.

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H. The Cable Secretariat Career Panel has now been functioning for 13 years. The Panel, under [REDACTED] guidance, has considered or reviewed not less often than annually, the performance (fitness reports), reassignment, training, and promotion potential of each person assigned to the Cable Secretariat. During that period, 83 persons were approved for reassignment elsewhere within the Agency.

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[REDACTED]
Cable Secretary

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Attachments

Letters of appreciation